



## PARK SHELTER RENTAL GUIDELINES Spooner Park - Upper Shelter

*Thank you for choosing Little Canada Parks for your facility rental.*

Rental of this park shelter includes exclusive use of upper shelter, indoor restrooms, permitted on street parking, all picnic tables in the surrounding area, grills, volleyball court, and horseshoe courts.

**KEY:** A key is needed to access the kitchen and restroom facilities. Pick up key a day or two before your rental (weekdays, 8am - 4:00pm). City Offices are **not** open on weekends. Return the key the following business day.

**EQUIPMENT:** There is recreational equipment available to rent for your event. Please check with City staff for availability: *Fees must be paid ahead of time to secure your rental.*

Bocce Balls (one set) \$15, Horseshoes (two sets) \$15, Volleyball Net \$20

**DEPOSIT:** The security/damage/cleaning deposit is refundable only if **all** rental rules and regulations are followed and subject to an inspection of the premises. Deposits will be returned to the applicant listed on the permit within two (2) weeks of your event if no deductions are necessary.

All or a portion of the deposit may be forfeited for exceeding maximum capacity, excessive noise, occupying the shelter prior to or after the hours listed on permit, damage or loss of rented recreational equipment, or violation of any other rules stated in the City's Municipal Code No. 2601 (Control Management of Parks) available on our website.

**REFUND POLICY:** Shelter rentals may cancel the facility rental permit agreement by giving written notice to the City. If notice is received by the City forty-five (45) or more days prior to the date of use, the rental and damage deposit fees paid to the City shall be refunded less a \$10.00 administration fee.

**No refunds or credits will be given for shelter reservations canceled less than forty-five (45) days in advance.** We will work with you to select an alternate date for your special event. There is a \$25 administration fee to change the date.

**The permit needs to be with the user while at the facility for proof of reservation.** In addition, your rental time will be posted at the shelter. If your shelter is being used by another group, show them your permit. If they refuse to leave, please call the Ramsey County Sheriff at 651-767-0640 for assistance.

**The Ramsey County Sheriff or City staff will stop by to check on facility use compliance.**

- **Maximum capacity for the upper shelter is 125.**
- **Video Surveillance:** The premise is under video surveillance. Compliance with rental terms may be enforced through review of video surveillance.
- **WiFi is available** – no password needed.
- \$25 Administration Fee to change the date.
- Parking is allowed in designated parking areas only. Vehicles are not allowed on the grass, sidewalk, etc. Additional parking is available on the east side of the ballfield next to the school.
- Kitchen facility includes refrigerator, preparation counters, sinks with hot and cold running water, electrical outlets, serving counter/window.
- Extra toilet paper and paper towels can be found in the janitor closet.
- NO GLASS containers allowed in City parks.
- NO butchering of any animals on park property.

- NO loudspeaker, public address system, or amplifying equipment shall make noise beyond the immediate area as to interfere with the use of the park by other users or disturb the nearby residents
- Fireplace is available for use. Bring your own firewood.
- Adjacent athletic field use is not part of shelter rental fee.
- Alcohol is allowed in City parks **only** if indicated on your permit.
- Dogs are allowed in the park, but must be on a leash and cleaned up after.
- Normal park closing time is 10:00 p.m.

**After your rental please do the following:**

- Clean refrigerator, sinks, counters, and floors prior to leaving. There are some cleaning supplies in the janitor closet. **You will need to supply your own cleaning rags/towels.**
- Wipe down picnic tables.
- All waste and trash must be deposited in garbage barrels. Extra bags are located in the janitor closet. Place sealed bags on the grass near the bathrooms.
- Do NOT dump hot charcoal on the ground or in garbage barrels. Leave charcoal in grills.
- **Lock kitchen and** restroom before leaving.

**Building Emergencies:**

Should an issue arise with the building during your rental that requires an emergency response by City maintenance personnel, contact:

Derek Anderson, Parks Maintenance Supervisor ► 651-775-0877

Public Works on call phone number ► 651-792-7710



The City of Little Canada offers recycling of plastic bottles and aluminum cans in all of our park shelters. We encourage our permit holders and their guests to take the time to RECYCLE!